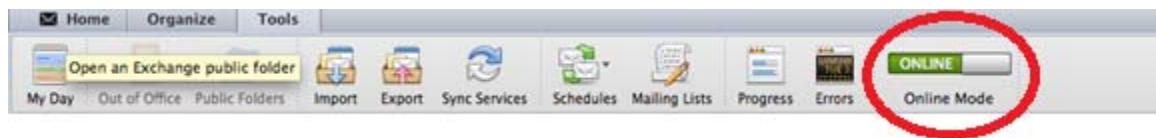


User Guide: Reconfigure Outlook 2011 (With Local Back-up)

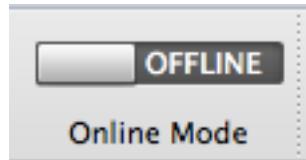
1. Launch **Outlook**



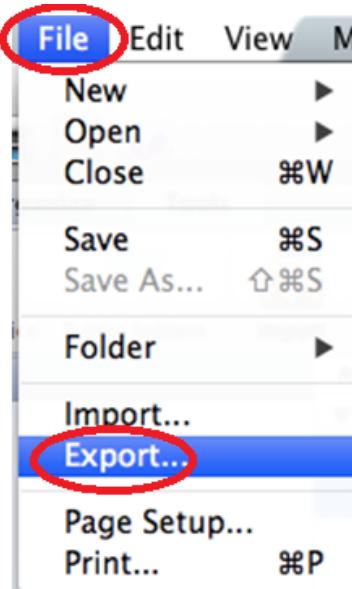
2. Under the **Tools** ribbon, click on the **Online Mode** slider Bar



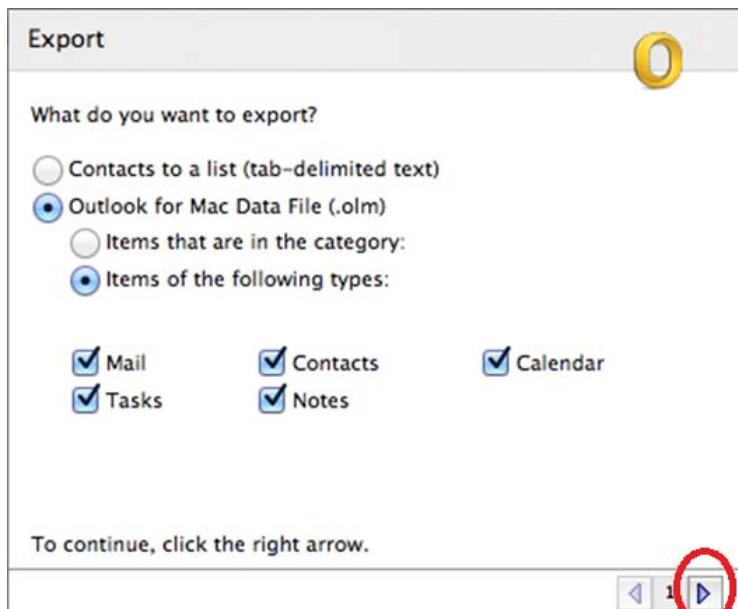
3. The status should now be **Offline**



4. Click on **File** and then on **Export...**



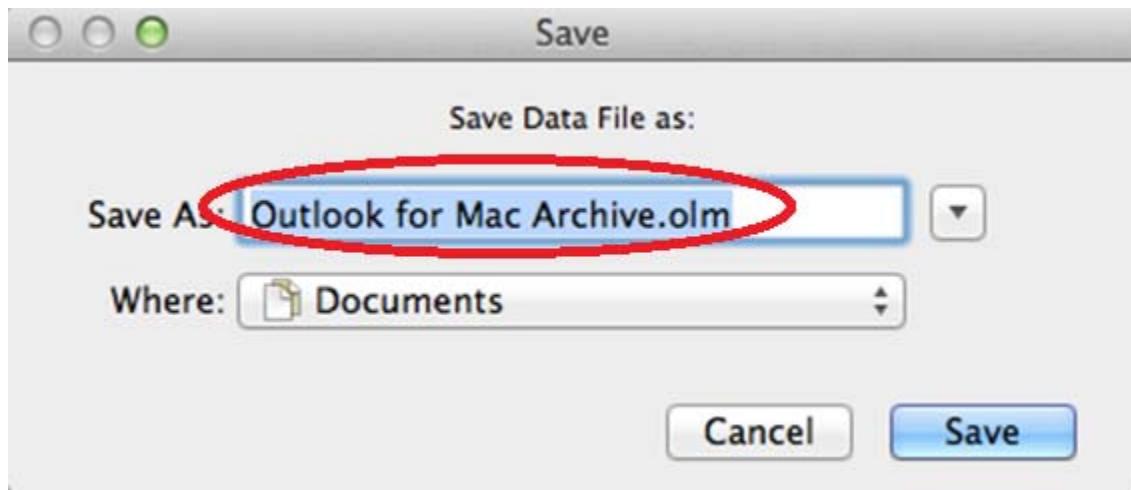
5. In **Export** ensure that ALL items are selected and then click on the **Right Arrow**



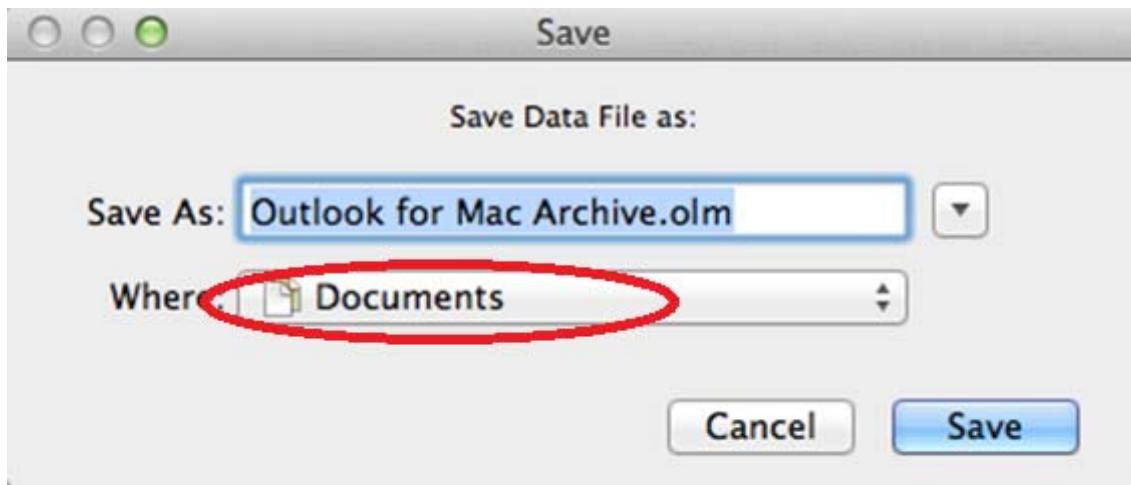
6. Ensure that **No, do not delete items** are selected and click on the **right arrow**



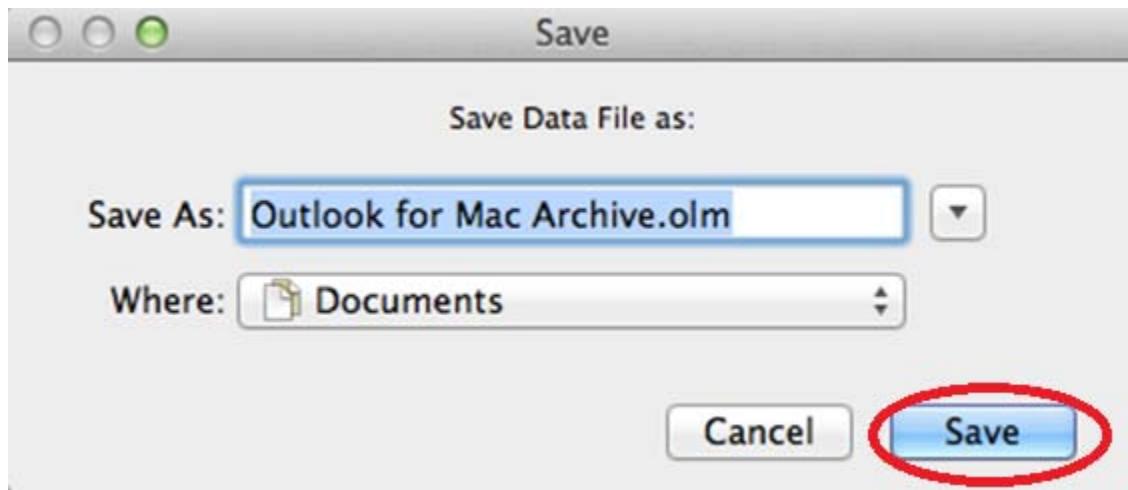
7. Give the backup a Name that is UNIQUE in the **Save As** box.
*Do Not leave the name as *Outlook for Mac Archive*. This might override other backups.



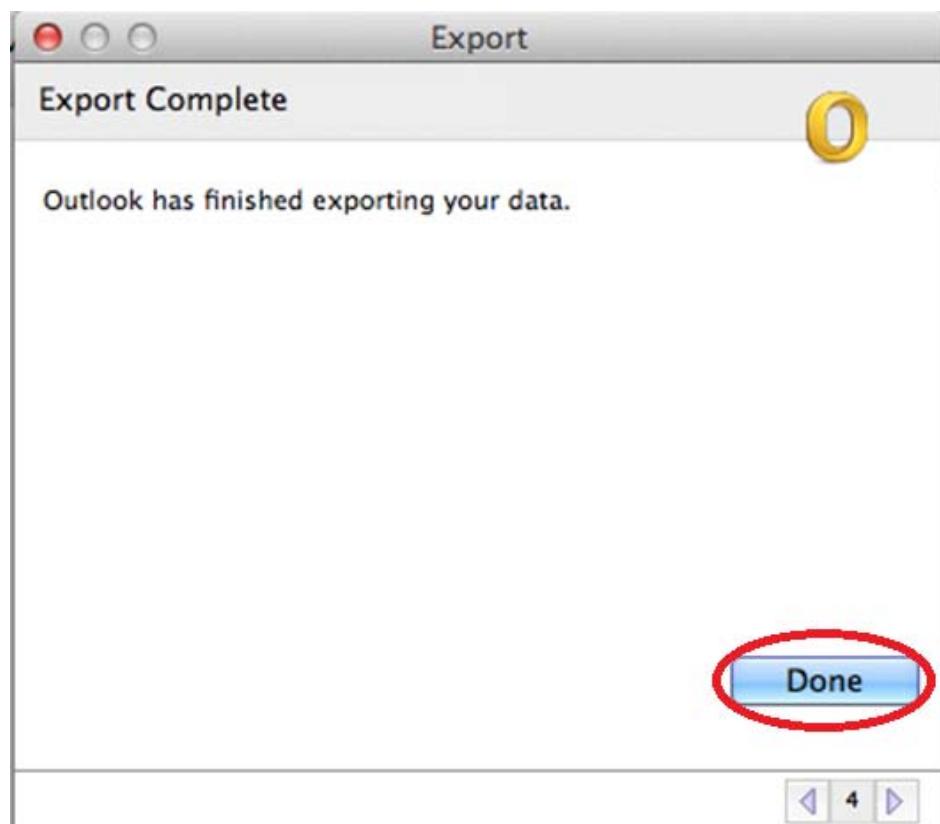
8. Select an appropriate easy to reach save location. The **Documents** is a good default location.



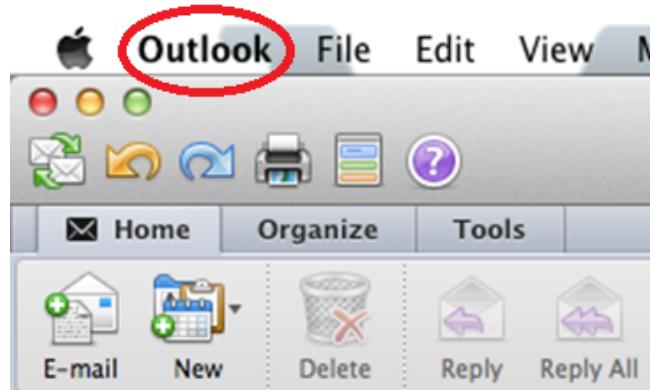
9. Click on **Save** and wait for the process to finish. This may take more than 10 minutes



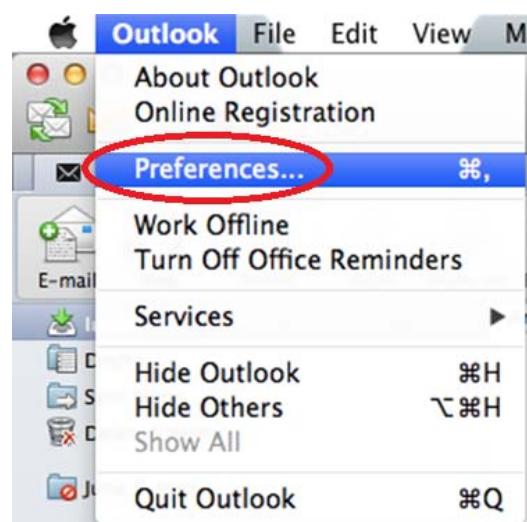
10. Once the export has been complete, click on **Done**



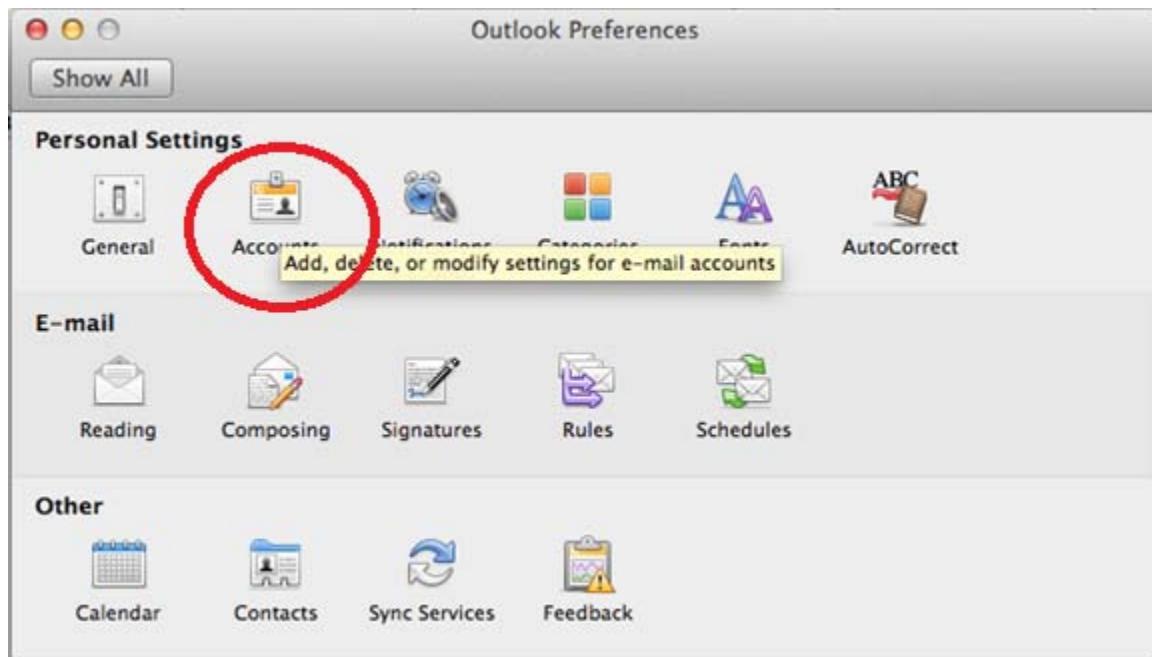
11. Click Outlook



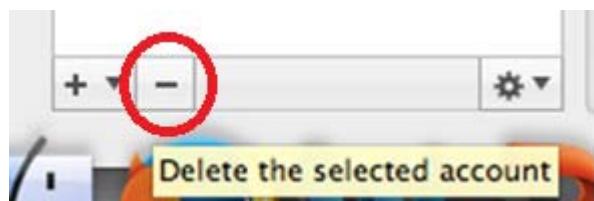
12. Click Preferences



14. Click on **Accounts**



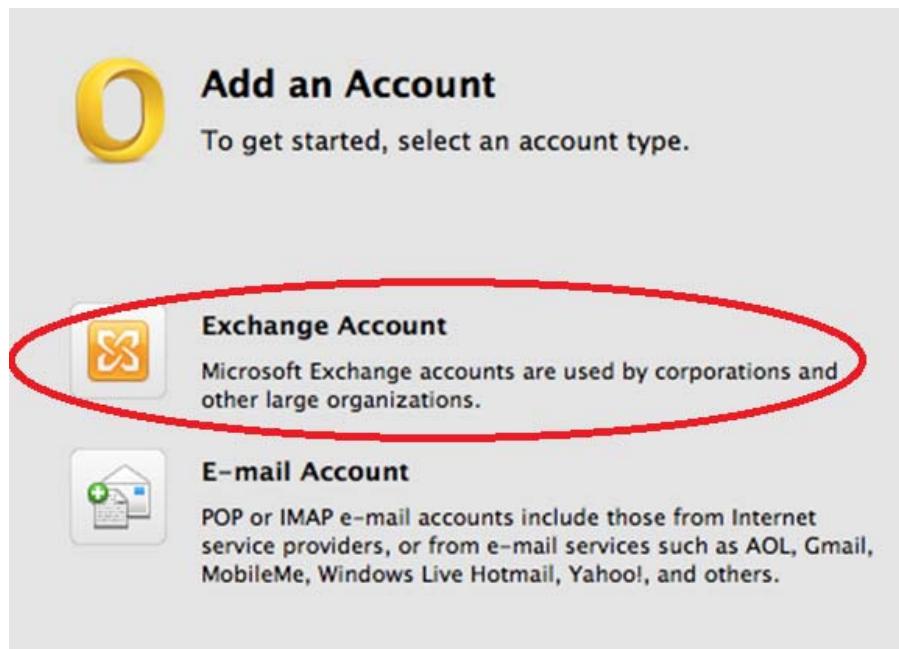
15. Click on the “-“ sign on the bottom left to remove the account



16. Click on Delete to delete the account



17. Click on **Exchange Account**



18. Enter your macid@mcmaster.ca at **E-mail Address**

19. Enter **ADS\MacID** at **User Name**:

20. Enter your **MacID Password** at **password**

21. Click on **Add Account**

Two side-by-side screenshots of the 'Enter your Exchange account information' dialog box. Both screenshots show the following fields: 'E-mail address' (with a red oval around it), 'Authentication' (with a dropdown menu showing 'User Name and Password'), 'User name' (with a red oval around it), 'Password' (with a red oval around it), and a checkbox for 'Configure automatically'. The left screenshot shows the fields empty. The right screenshot shows the 'E-mail address' field containing '[MacID]@mcmaster.ca', the 'User name' field containing 'ads\[MacID]', and the 'Password' field containing '[REDACTED]'. Both screenshots have 'Cancel' and 'Add Account' buttons at the bottom.

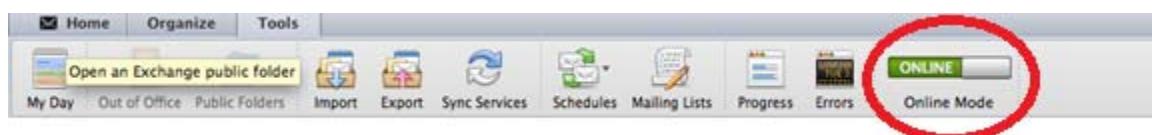
22. Give the Account a **Description** and enter your **Full Name**



23. **Close** the window



24. Under the **Tools** ribbon, click on the **Online Mode** slider Bar



25. The status should now be **Online**